

## POSITION DESCRIPTION (SF-3) INSTRUCTION SHEET

**Purpose:** The official Position Description Form (Civil Service Standard Form 3 or SF-3) is used to document the duties and responsibilities assigned to a position in the state classified service. The position description may be used to request allocation of a new position, update information about a previously allocated position or request reallocation of a position from one job title to another.

**Submittal to Department of State Civil Service:** Actions taken under delegated classification authority require that ONE copy (INCLUDING REQUIRED ATTACHMENTS) be submitted to the Compensation Division of the Department of State Civil Service after processing. All other actions require that TWO copies (INCLUDING ATTACHMENTS) be submitted to the Compensation Division for processing. When completed, one copy will be returned to the agency and one retained by Civil Service.

**Please retain a copy of any documents you send to Civil Service.**

**Required Attachments:** The SF-3 form is only one page. However, the SF-3 cannot be processed without the REQUIRED ATTACHMENTS listed below.

### REQUIRED ATTACHMENTS:

- A comprehensive organizational chart that shows all positions and reporting relationships in the unit where the subject position is located. Use official Civil Service job titles, position numbers and incumbent names.
- A statement of Duties and Responsibilities must be submitted with every SF-3 (Please see Item 5 instructions for more detail.)

### OPTIONAL ATTACHMENTS:

- Signatures / Comments: If comments are indicated next to the signature blocks, please attach appropriate letter(s) or memo(s).
- If the SF-3 is to be used as a Master Job Description for multiple positions having the same supervisor, attach a list of each position number and employee name that will be covered by the Master Job Description.

**SF-3's submitted without appropriate attachments will be returned without action.**

## HUMAN RESOURCES USE ONLY

Do not write in this section. This section is for use by the Department of Civil Service or agencies with delegated classification authority. The Major Agency Code is a series of codes that are used to group individual personnel areas into the larger major state departments. A listing of Personnel Area Codes and their respective Major Agency Codes is located on the Civil Service website ([www.civilservice.louisiana.gov](http://www.civilservice.louisiana.gov)).

## 1. TYPE OF REQUEST

Indicate nature of request by checking appropriate box or boxes. Indicate current and requested official job titles. If the request is for a new position, list only the requested title. Please include the pay level (AS, MS, etc.) for current and requested titles.

**Personnel Area Code:** The Personnel Area Code is the 4-digit code used to identify each state entity. The Personnel Area Code generally identifies the individual agency, office, institution, facility, board, university, etc.

### **Position Number:**

#### **ISIS HR Agencies**

For agencies that maintain their personnel and position records directly in the ISIS HR System, this will be the 8-digit position number stored in the system. For example, position number 4239 would be entered as 00004239.

#### **Non-ISIS HR Agencies**

For those agencies whose records are not maintained in the ISIS HR system, this will be the position number from the respective agency's system preceded by a digit assigned to your agency by Civil Service. The assigned digit must always be placed in the first position of the 8-digit position number. For example, position number 4239 would be entered as 70004239 with the number 7 being the assigned preceding digit.

## 2. GENERAL INFORMATION

Self-explanatory. If the position is not currently occupied, indicate "Vacant" in the Employee's Name section.

## 3. COMPARATIVE POSITIONS

Complete if the agency/employee is aware of similar positions which should be considered during study of the requested allocation.

## 4. SUPERVISORY ELEMENTS (Check all supervisory elements applicable to the position.)

Put the number of subordinates reporting directly to the position in the "NUMBER OF DIRECT SUBORDINATES" box. Attach an organizational chart showing all the positions in the unit where the position is located.

## 5. ATTACHMENTS (Check applicable boxes for attachments.)

An Organizational Chart and Description of Duties MUST be attached.

### **Duties/ Responsibilities:**

- Begin with a brief statement that summarizes the mission of the work unit where the position is located and the role of the employee who occupies the position in fulfilling that mission.
- Group individual tasks logically into several major functions or duty statements. List the most important duties first. Begin each duty statement with an action verb and organize duties in a logical manner to give a concise description of the work performed.
- Estimate the percentage of time spent on each major function. (20% = one day per week, 5% = 2 hours per week. Anything less than 5% is probably incidental or needs to be grouped within another function.) **PERCENTAGES MUST BE INCLUDED.** If percentages are not included, incumbents may not receive proper credit for experience and training ratings and/or evaluation of qualifications.

- Information that explains the scope and impact of the work (such as numbers of employees, budget figures, number of clients served, etc.) is very helpful. If the position requires special licensure, police commission, knowledge or training, please list that information here or use the Optional SF-3.A.
- When applicable, list equipment, machines or tools used to perform the work.
- Specifically document the change(s) that have occurred to the position or other reason(s) for submitting the position description. Give approximate date(s) that duties changed or were added.

## **6. SIGNATURES AND COMMENTS**

The Appointing Authority / Designee signature is always required. It is preferable that all signature blocks be completed for occupied positions. (An official facsimile stamp may be used). In the case of employee appeals, a copy of the SF-3 will be forwarded to the agency for review and signatures, to be returned to Civil Service within 30 days. Each signer should select a box noting agreement or disagreement with the contents of the SF-3. If any signer indicates disagreement with the contents of the SF-3, a letter or memo of explanation must be attached.

## **POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3.A)**

If the position has specific requirements (shift work, licensure, drug testing, driver's license, other special requirements) or is assigned a special entrance rate, premium pay, base supplement, shift differential, etc. we recommend that you attach form SF-3.A. If this optional form is not used, special requirements such as a required licenses or police commission must be included in the Statement of Duties and Responsibilities.